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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office

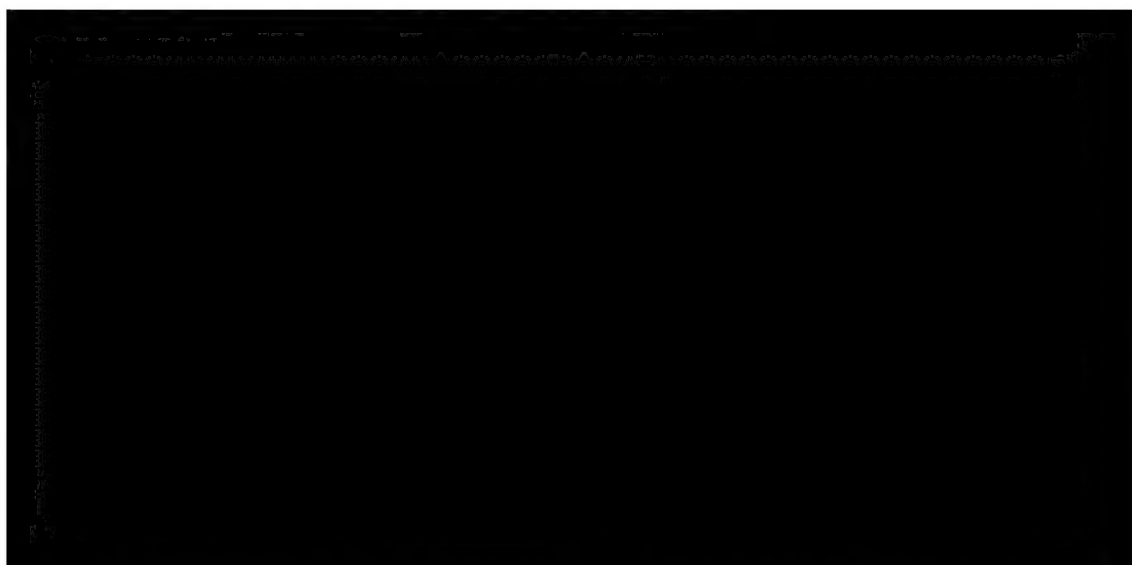
DATE: 20 August 1953

FROM : Acting Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

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LO components have been requested to submit, by 17 August 1953, a list showing their proposed issuances being developed for publication in the Agency regulatory system. The list will show the specific stage of development the issuance is in, the estimated completion date, and the Staff or Division responsible for its preparation. To date, lists have been received from the C&R Staff and the Procurement Division. Further information will be furnished regarding LO regulatory issuances after all lists have been received and reviewed.

b. Budget - Fiscal Year 1955 (continued item)

Deadline date for submission of the "smooth" FY-55 Budget Estimate is now 25 August vice 15 August. Full cooperation of all Staff and Divisions will be required to meet the deadline.

2. PROJECTS AND STUDIES IN PROGRESSa. Logistics Support Course (continued item)~~SECRET~~
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A visit to [REDACTED] is anticipated next week to determine the readiness of personnel there to accept DD/P Logistics type personnel for training. Course outlines are now being finalized.

b. Human Resources Training Program (continued item)

The third Human Resources Training Program is now underway. Interest in this course will require the scheduling of a fifth, and possibly a sixth group.

3. OTHER ITEMS OF INTEREST

a. Personnel Needs (continued item)

Vacancy and In-Process Totals for Logistics Office

OFFICE OF THE CHIEF:	IN PROCESS	VACANCIES
GS-7 and above	3	1
GS-6 and below	6	0
Total	9	1
COORDINATION & REQUIREMENTS STAFF:		
GS-7 and above	4	2
GS-6 and below	5	1
Total	9	3
PROCUREMENT DIVISION:		
GS-7 and above	4	7
GS-6 and below	4	1
Total	8	8
SUPPLY DIVISION:		
GS-7 and above	10	10
GS-6 and below	28	5
Wage Board	37	12
Total	75	27
TRANSPORTATION DIVISION:		
GS-7 and above	7	1
GS-6 and below	6	3
Wage Board	3	4
	16	8

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REAL ESTATE AND CONSTRUCTION DIV:	IN PROCESS	VACANCIES
CS-7 and above	2	1
CS-6 and below	<u>3</u>	<u>0</u>
Total	5	1

b. Basic Intelligence Course (SUP) (continued item)

The Logistics presentation for the next Administrative Support Course will be made on Friday, August 28 by [REDACTED] 25X1A9a
New charts and visual aids are being prepared by C&R Staff for this one hour presentation.

c. Mail Distribution (continued item)

No change.

e. Vital Material Program (new item)

Supply Division and Transportation Division have submitted lists of vital records of their Divisions. Efforts will be made to bring this program completely up-to-date as soon as lists are received from all Divisions and Staffs.

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

The Logistics Office Career Service Board appointed a Committee to study the problem of the establishment of position and qualification standards and definitions in the logistics field. The Classification and Wage Division has agreed to provide technical assistance to this Committee and has assigned a team which is beginning its analysis of logistics type positions in the Coordination and Requirements Staff.

b. Logistics Office Training Program (continued item)

Three individual indoctrination programs were initiated during the past week, all concerned with personnel from the FE area.

c. Identification of Logistics Positions (continued item)

The CIA Career Service Board has been advised that the Logistics Career Service Board has accepted tentatively, without change, the list of personnel in logistics type positions supplied by the Agency Board.

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